SiteManager
Training Manual

Module E
Chapter 2

Change Orders

Section A

Viewing a Change Order

Student's Version
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Change Orders Overview

This section summarizes the topics necessary to create, review, print, approve, reject and track a change order.

CREATING CHANGE ORDERS

There are five types of change orders that will be utilized by INDOT. The modules for creating these change orders are listed below.

Overrun/Underrun Change Order

Extra Work Change Order

Time Adjustments Change Order

Zero Dollar Change Order

Final Quantity Change Order
        Not to be utilized by INDOT

MISCELLANEOUS

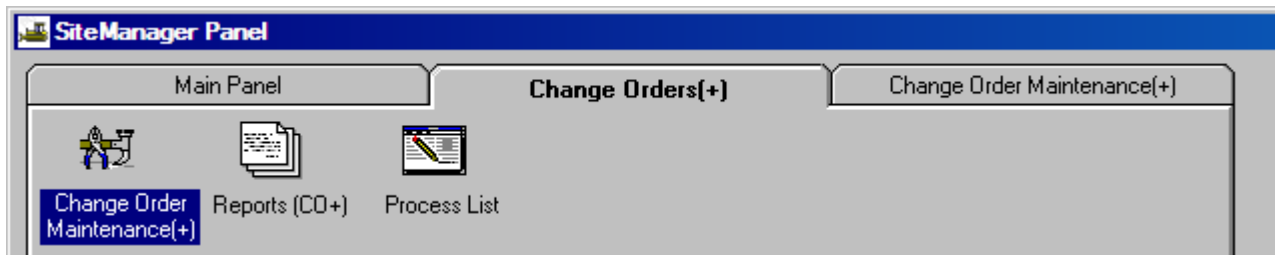After the change order is approved, it is complete.

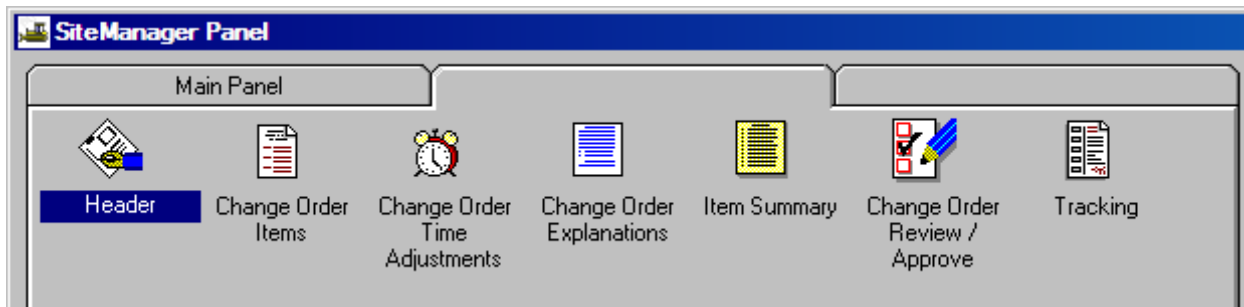Items may now be posted using a **Daily Work Report (DWR)**.

Viewing a Change Order

This section will explain how to view a change order header.

From the Main Panel, "double-click" **Change Orders (+)**.

"Double-click" **Change Order Maintenance (+)**

"Double-click" **Header**.

"Double-click" on the appropriate **Contract ID**

"Double-click" on the appropriate **CO Nbr.**

The **Header** window will open

Contract ID: is the unique identifier for the contract and is automatically populated.

CO Number: is the unique identification number assigned to the change order.

Tentative Verbal Approval Dates Federal: is the date that the Federal Highway Administration gave verbal approval for this Change Order.

Tentative Verbal Approval Dates Local: is the date that the Local Public Agency gave verbal approval for this Change Order.

CO Created By: is the person who composes the Change Order document

ON: is the date that the Change Order was created.

Status: is the current level of approval for the Change Order

Approval Level: is the highest level of authority required to approve the Change Order.

Description: is a short sentence describing the entire Change Order.

Reason Code: identifies the reason for the change to the Contract.

- **Errors & Omissions:** Errors and/or Omissions in the Contract Documents which prevents the contract from being constructed as intended.
- **Constructability**: Ability to be constructed.
- **Scope Changes**: A change in the project limits or design that revises the original intent of the Contract.
- **Changed Field Conditions**: Either an existing or new condition that could not have been reasonably foreseen by either INDOT or the Contractor prior to beginning the work.
- **Failed Material**: Material failures that result in penalties, reduced payment or replacement of items of work.
- **Incentive/Disincentive**: Monetary rewards or penalties added to a contract in addition to the normal Liquidated Damages clause.
- **Standards/Specs Change**: A change in the Contract Specifications as a result of a Department decision to initiate changes to active contracts on a Statewide basis.
- **Final Quantity Adjustment**: This is not utilized by INDOT.

CO Type: identifies the specific type of Change Order.

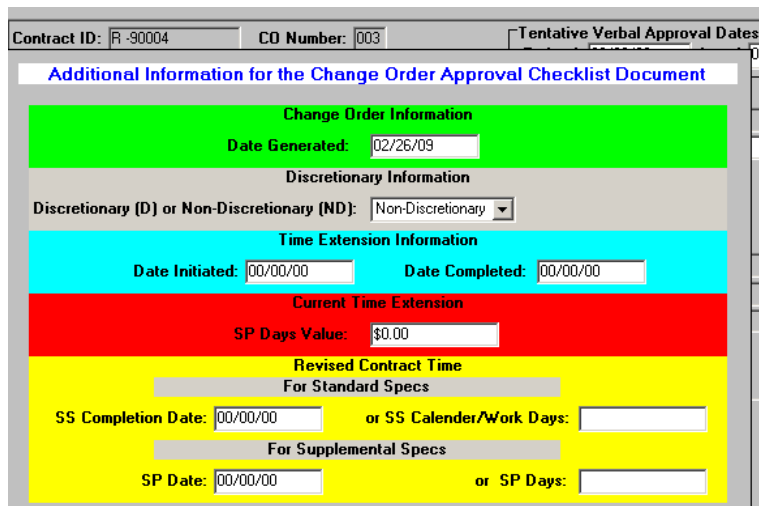**Override Approval Rules:** will not be utilized by INDOT.

Emergency Work: will be checked to expedite the Change Order Review/Approval process.

Functions: this panel indicates the type of change order as it relates to the **Reason Code**.

- **Overrun/Underrun:** is used when quantity is added or subtracted from an existing contract item.
- **Extra Work:** is used when additional work items are required to complete the contract.
- **Time Adjustment:** is used when the timeframes need to be adjusted to reflect the changed time period for a milestone or contract.
- **Force Account:** is used for extra work in the contract for which the Contractor and the Department cannot reach agreement on the unit price prior to performing the work. A **Force Account** CO requires adding a new line item to the contract. Only one new line item is allowed per **Force Account** change order.
- **Zero Dollar:** is used for contract adjustments that will not affect the dollar amount of the contract. **Zero Dollar** change orders *cannot* include any other functions.
- **Final Quantity:** will not be utilized by INDOT. INDOT will use **Overrun/Underrun** Change Orders to balance quantities at the end of a contract.
- **Bid Contract Amount**: is the original contract dollar amount.
- **Current Contract Amount**: is the total to date Contract dollar amount, the **Bid Amount** plus Approved Change Orders.
- **CO Amount**: is the total dollar value for the specific Change Order.
- **Reference to Dispute:** indicates the associated Dispute number.

Documents are added to the change order Header as attachments.

"Click" on the Generic Field [FIELDS] located on the toolbar.

Additional Information for the Change Order Approval Checklist Document opens.

Discretionary Information field is required to be filled in and will not allow the Change Order to be completed without it.

To close "Click" on the **Generic Field** [FIELDS] located on the toolbar to close.

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Attachments

The Attachment icon will appear without a paperclip if there are no attachments associated with the record in the currently opened window.

The Attachment icon will appear with a paperclip if attachments are associated with the record in the currently opened window.

See training document **A-2-11-1 Attaching a Document**

Viewing Change Order Items

 "Click" on **Services** located on the toolbar. "Click" on **CO Items.**
"Click" on the **Open** button located on the toolbar.

"Double-click" on the appropriate **CO Nbr**

"Double-click" on the appropriate **Project Item Nbr**

The information for the item will appear in the new window.

- **Contract ID:** is the unique identifier for the contract.
- **CO Nbr:** is the unique identifier for the Change Order.
- **Project Nbr:** is the unique identifier for the Project Number
- **Project Line Item Nbr (Number):** is the unique identifier for the Line Item Number.
- **Item Code:** is the unique identifier associated to the **Line Item Nbr.**
- **Unit:** is the unit of measure associated with the **Line Item Nbr.**
- **Unit Price:** is the dollar amount per each unit that is associated with the **Line Item Nbr.**
- **Item and Supplemental Description: Item and Supplemental Description** is the complete description of the associated **Line Item Nbr.**
- **Change Order Item Description: Change Order Item Description** is to document the need for a specific item.

- **Contract Bid: Contract Bid** is the original contract pay quantity and dollar amount for the associated **Line Item Nbr.**
- **Approved Change Order: Approved Change Order** is the pay quantity and dollar amount that are on Approved Change Orders for the associated **Line Item Nbr**.
- **Current Contract: Current Contract** is the total pay quantity and dollar amount that is available by adding both the **Contract Bid** amount and the **Approved Change Order** amount together for the associated **Line Item Nbr**.
- **Pending Change Order: Pending Change Order** is the pay quantity and dollar amount that are on change orders in the approval process but not yet approved for the associated **Line Item Nbr** .
- **This Change Order: This Change Order** is the pay quantity and dollar amount that are on this particular change order for the associated **Line Item Nbr** .

To view another CO item "click" on the open📂 folder located on the toolbar.

"Double-click" on the appropriate **Project Item Nbr.**

"Click" the **Close** 📂 button located on the toolbar to return to the **Header**.

"Click" the Close 📂 button located on the toolbar to exit the CO.

VIEWING CHANGE ORDER TIME ADJUSTMENTS

This section will explain how to view time adjustments made to a contract through a change order.

 There are three types of time adjustments:
- Change in the Contract Completion Date-available only for Contracts with a Fixed Completion Date.
- Change in the number of days associated with a Contract-available for Contracts with a Work Day or Calendar Day completion.
- Change in the number of days associated with a Milestone-available for Contracts with a Work Days, Calendar Day, or Fixed Completion Date.

From the main panel, "double-click" **Change Orders (+)**.
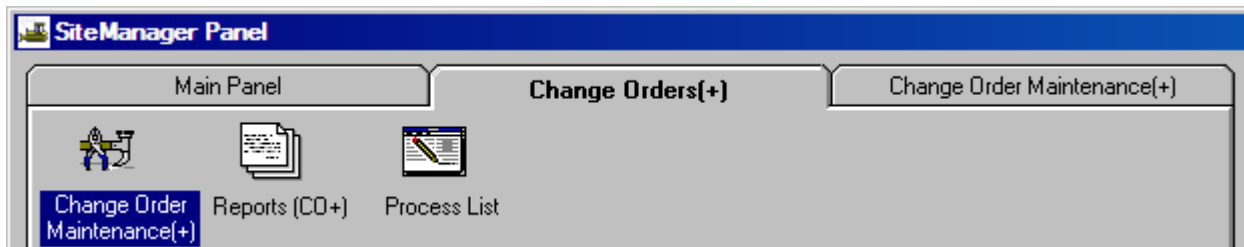
"Double-click" **Change Order Maintenance (+)**.
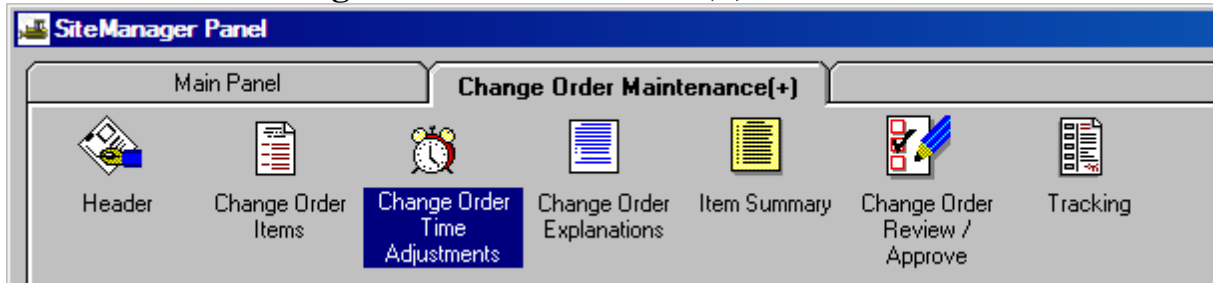
"Double-click" on **Change Order Time Adjustments.**

The **Contract and Change Order Selection Panel** will appear with the following information:

If you have not previously selected a contract, "double-click" on the appropriate **Contract ID.**

"Double-click" on the appropriate **CO Nbr**.

The Header for the **Time Adjustment** change order will open.

"Click" on **Services** located on the toolbar. "Click" **CO Time Adjustments.**

In the top panel summary information concerning the **Adjusted Contract or Milestone**, **Adjustment Days**, **Adjustment Date**, and **Explanation** will be displayed.

Adjusted Contract or Milestone: Adjusted Contract will indicate the appropriate Contract that has had time adjusted to it, while the **Milestone** will indicate the appropriate **Milestone** that has had time adjusted to it.

Adjustment Days: Adjustment Days will indicate the number of days adjusted to either the appropriate **Contract** or **Milestone**.

Adjustment Date: Adjustment Date will indicate the revised completion date for either the **Contract** or **Milestone**.

Explanation: Explanation will give a general reason for the time adjustment to either the **Contract** or **Milestone**.

"Click" the **Close** 📂 button located on the toolbar to exit the Change **Order Time Adjustments** window.

"Click" the **Close** 📂 button located on the toolbar to exit the Change Order.

Viewing a Change Order Time Adjustments

Exercise E-3-2-T
Group Exercise
This exercise will demonstrate how to view an existing Change Order Time Adjustment.

Log into SiteManager as: d90afaul
Password: pass
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Change Order Time Adjustments** icon
"Double-Click" on appropriate **Contract ID:** R90003
"Double-Click" on appropriate **CO Nbr:** 2
"Click" on **Services** located on the toolbar
"Click" on CO Time Adjustments
View **Change Order Time Adjustments** information.
What is the adjustment associated to: Contract or Milestone?
"Click" on the **Close** button located on the Toolbar twice to exit the change order.

Viewing Change Order Explanations

This section will explain how to view an explanation for a change order.

If the change order was open it is not necessary to navigate from the Main Panel just close out of the change order and "double-click" on **Change Order Explanation** icon.
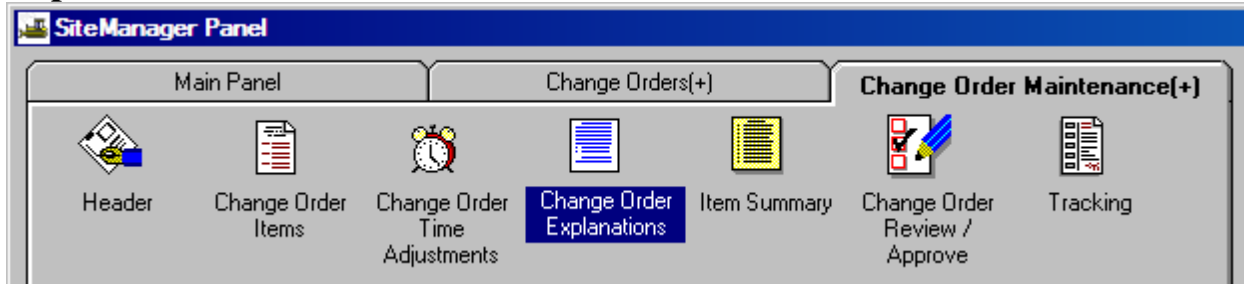
"Double-click" on **Change Order Explanations**.
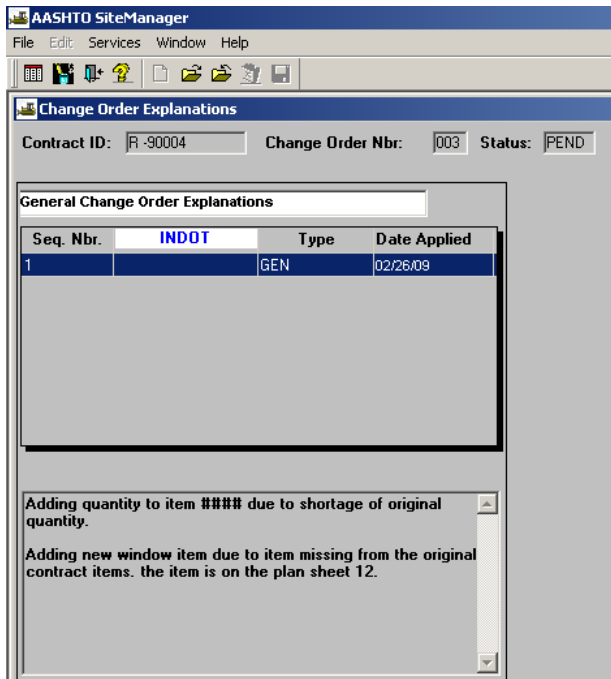
General Change Order Explanations: to document the need for the change order.

There may be multiple Change Order Explanations listed in the top panel.

"Click" on each type of explanation to view all the explanations on the Change Order.
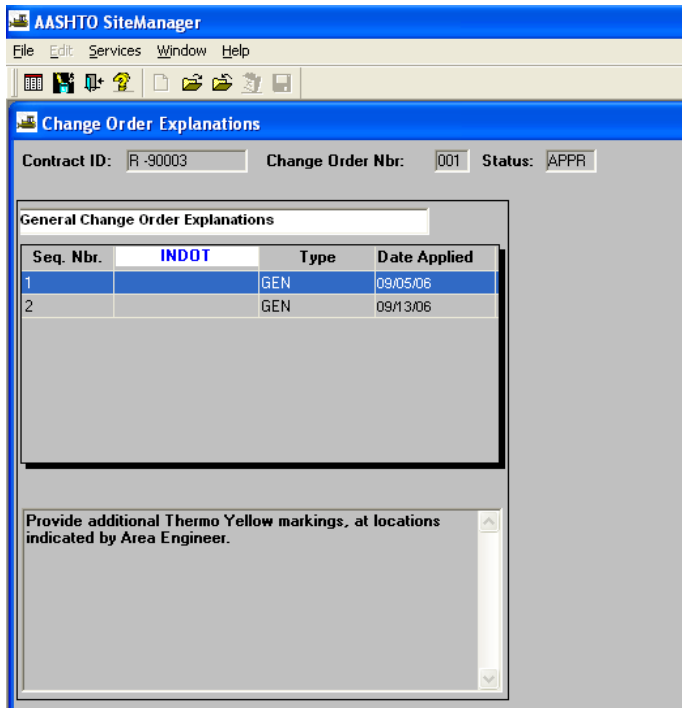
An explanation may be associated to multiple items.

"Double-click" each **Seq. Nbr.**

"Click" the **Close** 📂 button located on the toolbar.

Viewing the Item Summary

This section will explain how to view the details of the Items in all Change Orders for the contract in any status (Draft, Pending, or Approved).
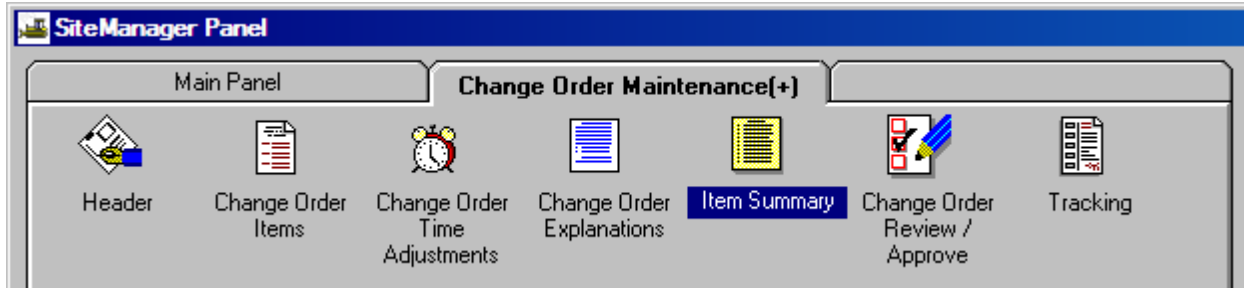
"Double-click" on **Item Summary.**
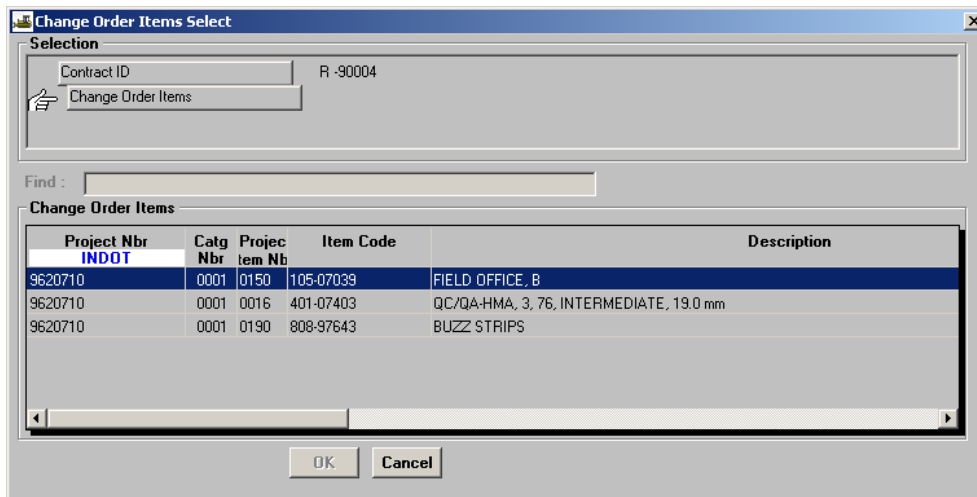
The summary list of all Change Order items will appear.
"Double-click" on the appropriate **Project Item Nbr.** to view the item summary.

The information associated to the selected item is available to review. This information includes;

- **Contract ID:** is the Contract that is associated to the CO item.
- **Proj Nbr:** is the Project Number associated to the Change order item
- **(Project) Line Item Nbr:** is the unique identifier for the **Line Item Nbr**
- **Item Code:** is the unit of measure associated with the item
- **Unit:** is the unit of measure associated with the item.
- **Unit Price:** is the dollar amount per each unit that is associated with the item
- **Item Description Item** and **Supp Desc 1 and 2** is the complete description of the associated **Change Order Line Item Nbr.**
- **Contract Bid:** is the original contract pay quantity and dollar amount for the associated **Line Item Nbr.**
- **Approved Change Order**: **Order** is the pay quantity and dollar amount that are on Approved Change Orders for the associated **Line Item Nbr**.
- **Current Contract:** is the total pay quantity and dollar amount that is available by adding both the **Contract Bid** amount and the **Approved Change Order** amount together for the associated **Line Item Nbr**.
- **Pending Change Order**- is the pay quantity and dollar amount that are on change orders in the approval process but not yet approved for the associated **Line Item Nbr**
- **% Change To Date-** The percent of change to the contract for this Project Line Item computed on an approved change order.

NOTE: the quantities associated to a change order in draft status will not be included in the quantities in the top panel.

Item Summary

Contract ID: R -90003   Prj Nbr: 9620710   Line Itm Nbr: 0007
Item Code: 203-02000   Unit: m3   Unit Price: 20.00000
Item Description: EXCAVATION, COMMON
Supp Desc1
Supp Desc2

	Quantity	Amount	
Contract Bid:	3505.000	$70,100.00	
Approved Change Order:	100.000	$2,000.00	
Current Contract:	3605	$72,100.00	% Change To Date: 2.85306
Pending Change Order:	0	$0.00	

CO Nbr	Quantity	Unit Price	Amount	Status
001	100.000	$20.00	$2000.00	APPR

The bottom Panel lists the changes made to the work item by individual change order and the value of each change.
Also the status of the changes is noted as well.

"Click" the **Open** 📂 button on the toolbar to proceed to another work item.

Or

"Click" on the **Close** 📂 button on the toolbar to exit **Item Summary**.

Viewing the Item Summary

Exercise E-5-T Group Exercise
This exercise will demonstrate how to access the information contain in the Change Order Item Summary.

Log into SiteManager as: <u>d90afaul</u>
Password: <u>pass</u>
Log in as: <u>**PE/S**</u>

Navigate from the **Main Panel**:
"Double-Click" on **Change Order (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Item Summary** icon
"Double-Click" on appropriate **Contract ID:** <u>R90003</u>
"Double-Click" on appropriate **Item Code:** <u>0007</u>
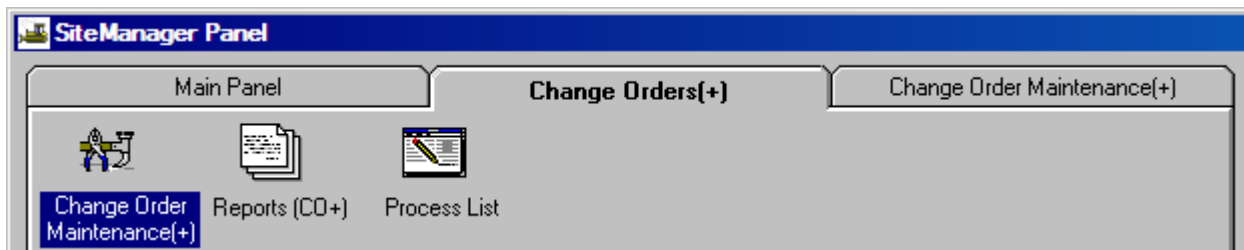Review information about that item
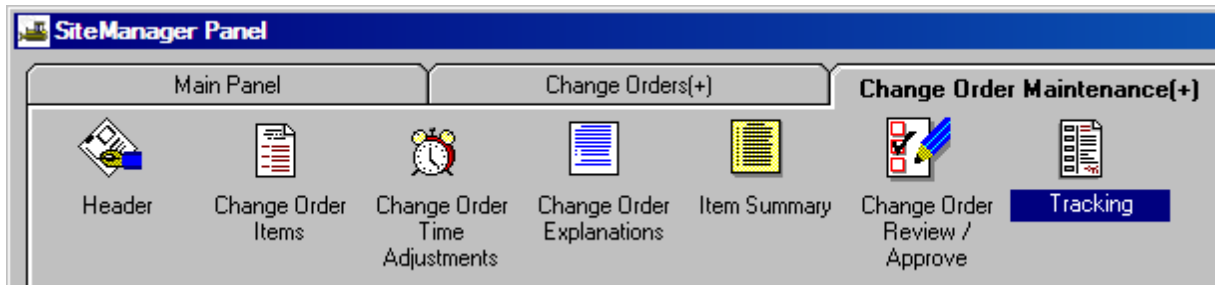"Click" on **Close** located on the Toolbar.

Tracking a Change Order

This section will explain how to track the reviewing and approval process of a change order.

"Double-click" on **Change Orders (+)** located on the Main Panel.

"Double-click" on **Change Order Maintenance (+)**.

"Double-click" on **Tracking**.

"Double-click" on the appropriate **Contract ID**.

This step will be skipped if a contract is already open.

"Double-click" on the appropriate **Change Order Nbr**.

This step will be skipped if a change order is already open.

"Click" on the **CO Tracking List** tab.

This window will show the **Names** of the reviewers and/or approvers associated to the change order, the **Action** the reviewer took (review or approval), the **Date** the review or approval was made, **Recommendation**, and **Remarks**.

NOTES:
1. If a requested review or approval has not been made, the comment "**Action Pending**" will appear in the **Recommendation** column.
2. Changing from Pending Status to Draft Status will stop the action of a change order. The Change Order is effectively recalled.
3. Changing the Status back to Pending will reinitiate the approval/review process.

"Click" the **Close** button located on the toolbar.

Tracking a Change Order

Exercise E-9-T Group Exercise

This exercise will demonstrate how to use the Change Order Tracking function.

Log into SiteManager as: <u>d90afaul</u>
Password: <u>pass</u>
Log in as: **PE/S**

Navigate from the **Main Panel**:
"Double-Click" on **Change Orders (+)** icon
"Double-Click" on **Change Order Maintenance (+)** icon
"Double-Click" on **Tracking** icon
"Double-Click" on appropriate **Contract Id:** <u>R90003</u>
"Double-Click" on appropriate **CO Nbr:** <u>1</u>
Review **CO Header** information
"Click" on **CO Tracking** List Tab
Was this Change Order sent for Review?_____
"Click" on **Close** located on the Toolbar.